



INTRODUCTION

Forensics South Africa was established with the need to make life as easy as possible for businesses using the latest technology for pre-employment screening coupled with highly experienced staff.



Forensics South Africa aims to minimize the risk of a business making questionable recruitment decisions

,uncovering fraud in the private and public sector in a professional manner and ethical manner. Fraud in the corporate sector leads to losses amounting to billions each year of losses.

There is a need for pre-employment screening which if left unchecked could lead to fraud, dishonesty or misconduct and cause damage to your business brand, reputation and financial losses. Forensics South Africa offers a range of employment screening services which help our customers meet their organizational and Individual needs. Our objective is to support organizations by making safer recruitment decisions based upon facts that can only be obtained from properly conducted security vetting and screening process.

Organisations who want employees that are Responsible, Trustworthy, Reliable, Intelligent, Consistent, committed and Etc, should be looking beyond an applicant's CV and how an applicant presents themselves at an interview. According to the society of Human Resource Management statistics 2016 that 52% of CV's contain some type irregularity in it. One in two CV's contain some sort of discrepancy and are known to be unreliable. Therefore it's necessary to have a thorough pre-employment screening process in place before employing any new employee.

Post-employment screening has become a norm in this day and age. Employees grown and show moral maturation or lower levels of being self-motivated due to changing circumstances. It is imperative that an organisation knows they still have the right employee for the undertaken duties and responsibilities required by that particular position. Post-employment screening would be able to keep an organisation up to date on criminal records and credit profiles of their employees which is vital information for employees who hold financial positions or work in a highly transactional environment. Decisions regarding an existing employees: promotion, retention and transfer can be achieved from post-employment screening.

How do you know the candidate you just offered a role to is the ideal candidate? Are you 100% sure you know that everything they're telling you is the truth? 90%? They showed you a diploma, how do you know it's not photoshopped? Did you follow the correct laws during your background checks process?

VISION

To be recognized as a leader by our clients and competitors within our industry and chosen markets, where our people are known for their professionalism and experience.

OUR CORE VALUES

- Leading by example
- Our clients are priority
- Driven by Results
- Integrity
- Confidentiality, Professionalism, Transparency, Quality Service, Diligence



MISSION

Forensics South Africa strives to be a key player in eradicating fraud from our society. We at Forensics South Africa place our client satisfaction above our needs.



WHY CONDUCT PRE-EMPLOYMENT BACKGROUND CHECKS?

In order to protect the company from various potential risks, a background check is considered an imperative pre-employment screening step before making a hiring decision. Most of the times, companies assume that the applicants are telling the truth on their resumes - what if they are not?

These checks are essentially an investigation into a person's character - inside and outside of their professional lives. Some checks you probably already carry out in-house such as: candidate's qualifications (documents provided), work history (with a reference check), right to work in the country and even a quick social media presence scan.

ABOUT US



Founded by Jitesh Govender a Certified Fraud Examiner and with a degree in Criminology and Legal Studies, Forensics South Africa consists of a team of experts dedicated to the practice of pre-employment screening. Our expertise goes a long way ensuring that our clients receive only the best.

We pride ourselves on developing close relationships with clients to ensure that service delivery is always at the highest possible level.



We are a firm of employees that comes from a "previously disadvantaged community". Our policy is to afford opportunities to disadvantaged individuals. Forensics South Africa is 100% owned by historically disadvantaged individual set out in terms of BBBEE ACT and our BBBEE certificate is available on request.

As a growing organisation we have a policy of promoting from within, by identifying those staff members who have been previously disadvantaged, who have the potential and then providing them with the relevant training.

OUR SERVICES

Forensics South Africa offers a comprehensive Pre-employment screening service and Post-employment screening. Our services are not limited to the list below and we are happily able to accommodate a clients request. We provide our clients with the most updated information for Pre- employment Screening and Post-employment Screening.

Pre employment screening and Post employment screening:

- ☒ Credit Checks
- ☒ Criminal Checks done using IT technology ID
- ☒ Verification
- ☒ Qualification checks
- ☒ Previous employment verification
- ☒ Criminal record search
- ☒ Validation and authentication of certificates/ credentials
- ☒ Bank account verification
- ☒ Driver license checks
- ☒ Confirmation of address
- ☒ Property owner search
- ☒ Social media search
- ☒ Directorship search
- ☒ Reference checks
- ☒ Bankruptcy search
- ☒ Company reports
- ☒ Professional membership and qualification verification
- ☒ Psychometric Testing

WHY SHOULD YOU CHOOSE US

That's easy because we at Forensics South Africa offer you:



More control:

Direct liaison with our highly skilled staff who will keep you informed every step of the way



Tailored Solution:

Direct liaison with our highly skilled staff who will keep you informed every step of the way



Better results:

Our positive "can do" culture means that our business is constantly changing adapting to meet our clients' needs using the latest techniques and methods suited for your business. Forensics South Africa acts with integrity in the best of justice.



E service Methods:

Clients who choose to use our pre-employment services have access to an anytime to our one of a kind submissions page accessible on our website for your convenience. Each client will be able to load, a request with the information required to conduct pre-employment screening at their own convenience. Forensics South Africa will then access the clients request, conduct the pre-employment screening and send the results to the client within 24 hours.

FREQUENTLY ASKED QUESTIONS

1. WHY SHOULD I CONTRACT A THIRD PARTY VENDOR IF I HAVE AN IN-HOUSE TEAM?

You may have the capabilities to carry the above services however to perform a full in-depth background screening service for candidates and employees at all levels you need a considerable amount of man power and skills - and it can be an all consuming work.

A third party vendor such as FSA with a global network, that works with companies across the Americas, Europe, Africa, and Asia-Pacific is a one-stop international Risk Management, Background Screening and Due Diligence solutions provider that bring true value to you and your team.

By contracting you can benefit from the following:

1. Cost Control & Savings
2. Time Savings / Response Time
3. Customer Service / Quality Control
4. Expertise & Core Competency
5. Technology & know how

2. WHAT OTHER CHECKS CAN A THIRD PARTY VENDOR EXECUTE BETTER THAN MY IN-HOUSE TEAM?

From senior executives through to shop-floor employees a full in-depth background check should include:

- Address Verification (Physical Verification)
- Identity Verification
- Previous Employment Verification
- Education & Credential Verification
- Local Language Media Check
- Credit Verification & Financial History (where publicly available)
- Compliance & Regulatory Check
- Civil Litigation Record Check
- Bankruptcy Record Check
- International Criminal Record Check
- Integrity Due Diligence ... and more.

3. WHY IS IT IMPORTANT?

These checks can reduce the risk of hiring someone who could cause irrevocable damage. Firms spend years, thousands, even millions to brand their products and services and one bad hire can cause loss of capital and reputation to an extent that may bring a business to fail. A robust pre-employment

check can help you and your company:

- Reduce turnover & training costs
- Gain competitive edge through the hiring of better people
- Increase productivity - help your employees be more productive knowing that everyone employed by your company has been screened
- Set your company apart & win more business
- Reduce employee related problems
- Protect company reputation/brand & customer relations
- Comply with mandates created by state or federal law for certain industries
- Increase retention
- Reduce negligent hiring claims
- Avoid violence in the workplace (threats of violence & actual violence)
- Reduce theft & espionage
- Avoid lawsuits & the costs associated with the defence
- Avoid loss of goodwill

Various industry studies all indicate escalating costs for worker replacement, loss of production, re-recruitment/ interviewing, training - the learning curve can cost you significant money

4. HOW LONG DOES IT TAKE TO CONDUCT A BACKGROUND CHECK?

Background checks typically take 2-3 days to process and to receive back from the outside contracted agency. A few exceptions may take up to 2 weeks. Rarely, a background check may take longer, 3 to 4 weeks. Please allow additional processing time for each background check in the event of a delay. A delay can occur for any of the following reasons:

1. The information has been entered incorrectly by the applicant or the requestor into the vendor's system.
2. The county or district listed for a background check in researching whether the applicant has any criminal felony or misdemeanour charges is delayed in providing a response to the vendor.

FREQUENTLY ASKED QUESTIONS

5. DOES A CANDIDATE HAVE TO GIVE CONSENT TO PROCESS A BACKGROUND CHECK?

A job applicant must give written or electronic consent provided prior to any screening conducting (whether in-house or third-party company FSA any criminal record search, credit history check or reference interview, etc.

6. HOW OFTEN SHOULD I SCREEN EMPLOYEES?

Employees should be screened at regular intervals to reveal any new information relevant to the business that is why our background investigations services also include:

- Employee monitoring & risk management
- Data protection compliance
- Employee testing & confidentiality
- Employee risk management
- Post-employment background checks

7. HOW TO COLLECT REFERENCES & WHAT TO ASK?

Because it is impossible to know how your candidate will work on a day-to-day basis from just one interview, you will need references.

References are a great way to find out whether your candidates are suitable for the role or will fit with your company culture. A primary reference check asks for:

- Employment dates
- Employment main responsibilities
- Attendance record
- Any disciplinary actions against them
- Any reasons why they should not be employed

These references will help you back up their CV however, many candidates tend to exaggerate or misrepresent themselves. Third party vendors such as FSA can go beyond to get a fuller picture for you:

- Greatest strengths?
- Are they suitable for the role they have applied?
- Would they rehire the candidate?
- Suitable management style?
- Do they have any leadership skills?
- Situations in which they have excelled at?

NOTE: Some companies have policies of not giving

references and just providing necessary employment details while others direct you towards HR.

8. HOW MUCH DOES IT COST TO CONDUCT A BACKGROUND CHECK?

That will depend on the scope. Please contact the team for a free quote and prices.

9. WHAT ARE EMPLOYMENT REFERENCES?

FSA comprehensive and detailed reference checks have been carefully designed for senior level positions. Our highly skilled researchers probe extensively across a range of performance and behavioural attributes that have been specifically targeted to meet the information and management requirements of hiring senior level executives.

We also verify any restrictive covenants; disciplinary actions or warnings; attendance or reliability issues; claims by or their former employer; acts of dishonesty and their eligibility for rehire in a comparable role. By conducting professional impartial references, we provide a valuable perspective of an individual's past performance and behaviours.

10. CV COMPARISON CHECK

Curriculum Vitae (CV) are increasingly being used as a sales tool rather than a factual account of a person's work history. This Check will compare information supplied by the Candidate to CRI Group with details supplied to an organisation in a Candidate's CV. The purpose of this check is to provide a thorough review of the Candidate's background and reveal any misrepresentations that may exist through a Candidate omitting or overstating information on their CV.

11. WHAT IS THE DIFFERENCE BETWEEN EMPLOYMENT HISTORY VERIFICATION & EMPLOYMENT REFERENCE?

FSA verifies who the individual reported to and their dates of employment, positions held, remuneration, responsibilities, and reason for leaving. This is different to an Employment Reference as it verifies quantitative information such as employment dates, salary packages etc.

FREQUENTLY ASKED QUESTIONS

12. MEDIA SEARCH

An individual's media profile can encompass both professional and personal activities. This check can provide the Client with a unique insight into the public activities and reputation of an individual. Our broad-based press search encompasses electronically available national newspapers and regional media sources from states where an individual has worked, helping to ensure that there are no hidden surprises. The search can be conducted by country, region or globally where it can be of immense value in the uncovering of omissions made by the candidate (note: additional charges apply).

13. HOW DO I CHECK ON ENTITLEMENT TO WORK?

It is an employer's responsibility to ensure that every individual they hire is legally eligible to work in certain Jurisdiction.

FSA sights copies of the candidate's passport or birth certificate to verify entitlement to work in respective Jurisdiction. Where the candidate is not a local citizen, we have an online verification process set up with the Department of Immigration and Citizenship to confirm eligibility to work. We will confirm whether or not the candidate is entitled to work in Australia and provide details of any limitations attached to a work visa. This search verifies and appropriately documents the individual's entitlement to work in accordance with DIMIA requirements.

14. HOW DO YOU CONDUCT IDENTITY CHECKS?

The availability of identity checks varies nation to nation dependent on the availability of centralized databases and legislation. In essence these checks are designed to ensure the person is who they claim to be. Where there is a recognised legislated identity card system FSA will collect this card, ensure the details are reflected on the background check form submitted and upload the identity card to the candidate file to allow for the Requestor to sight.

Identity theft is on the rise and validating an individual's identity is becoming essential to make an informed hiring decision. FSA verifies an individual's identity details via a comparison with details held in the electoral roll, online telephone directory and the National database registration authorities.

15. PASSPORT CHECK

This passport verification solution enables the Client to verify a person's identity and whether their passport is forged or not. Passport Check verifies the authenticity of machine-readable passports and identity documents by simply entering the passport/ID data.

16. WHAT WILL A FINANCIAL REGULATORY CHECK SHOW?

These checks entail a search of individuals who have been disqualified from holding prudentially significant roles primarily within the Banking, Finance, Securities and Investment sector, (BFSI) e.g. Individuals who have been disqualified from involvement in the management of a corporation, banned from being securities or futures representatives, banned or disqualified from practicing in the financial services industry and individuals who have had Enforceable Undertakings accepted

A Financial Regulatory Check may also cover a check on whether a person or organisation holds a license where this license is a requirement of their role within the BFSI environment e.g. Auditors, Liquidators, Authorised Representatives, Financial Planners etc. Availability and access to these checks varies per country.

Would you like to learn more about our Financial Investigations services? Get in touch and let us know how we can help!

17. WHAT IS A BANKRUPTCY CHECK?

Confirms if an individual (including aliases and associated parties) has been declared bankrupt and recorded with the relevant body. This information is relevant to individuals holding positions of management responsibility and certain financial roles.

FREQUENTLY ASKED QUESTIONS

18. WHAT ABOUT DIRECTORSHIPS & SIGNIFICANT SHAREHOLDINGS SEARCH?

This search identifies potential conflicts of interest that can arise from an individual's current and past directorships and their significant shareholdings. An individual's performance as a Director can provide critical insight into their skills and experience and this search can highlight whether any of the companies, they have been a director of have had an administrator appointed or have been deregistered.

19. WHAT TYPE OF EDUCATIONAL QUALIFICATIONS CAN YOU CHECK?

Specific educational qualifications are required for many positions of responsibility, and salary packages are set accordingly. Failing to verify this information can result in having unqualified people in positions in which they are unable to perform their responsibilities. FSA verifies the institution attended, the date of attendance, the qualification awarded and the graduation dates.

20. WHAT ABOUT PROFESSIONAL QUALIFICATIONS & MEMBERSHIPS CHECKS?

Specific professional qualifications and memberships are key requirements for many roles. FSA researchers will verify the type of professional qualification and/or membership received status of the membership (i.e. Valid or lapsed), attendance dates and graduation dates where applicable.

21. NATIONAL POLICE CHECK?

FSA Police Record Check will reveal details of criminal records in line with the relevant legislation.

22. CAN I HAVE ACCESS TO A CRIMINAL WATCH LIST?

Where FSA is unable to conduct a recognized police record check due to either legal restrictions or simply the lack of such a database, we are able to offer a "next best alternative." These searches review proprietary databases and criminal watch lists issued by various Governments to identify known individuals. We combine this check with an extensive media search which provides a high degree of confidence that the individual has not been involved

in high level criminal activity.

23. ANTI MONEY LAUNDERING CHECK?

This check assists in identifying the risks associated with individuals due to specific or general involvement with Money Laundering (AML), Politically Exposed Persons (PEPs), terrorists and wanted criminals. It achieves this by detailing the relationship network between these individuals and various other entities. The check provides an international due diligence report utilising up-to-the-day investigative information from an extensive range of available public domain information sources. It uses government, intelligence, and police sites, as well as global organisations, international and national media and all international sanctions lists. Would like to learn more? Get in touch and let us know how we can help!

24. CREDIT & CIVIL LITIGATION CHECKS

Access, availability, and information released vary across nations. In general:

CIVIL LITIGATION — Check researches public and private legal disputes on civil matters or through the courts. In another words Civil litigation, refers to that branch of law dealing with disputes between individuals and/or organisations, in which compensation may be awarded to the victim. For instance, if a car crash victim claims damages against the driver for loss or injury sustained in an accident, this will be a civil litigation case.

CREDIT CHECK — Researches Credit bureau for adverse financial judgments for debts and negative credit ratings where available while local agent will undertake alternative resources as per Jurisdiction to ascertain financial creditworthiness of the subject in question which will include media checks, reputational and source comments from Central Bank resources where available.

CONTACT US

OUR GLOBAL COVERAGE

Within our global network, we work with companies across the Americas, Europe, Africa, and Asia-Pacific, as a one-stop international Risk Management, Background Screening and Due Diligence solutions provider. Our global team of assets have unrivalled experience across local geographies and are capable of navigating not only the automated and transparent developed world-systems but also the mostly off- line processes required in many emerging markets. As a result, we work both directly for clients and as a discreet white-labelled supplier to some of the world's largest risk management consultancies.



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